

**To:** Daly, Eric[Daly.Eric@epa.gov]  
**From:** Paulikas, Theresa M.  
**Sent:** Tue 8/15/2017 2:20:39 PM  
**Subject:** RE: Daly NFB August 1st Travel Voucher Info

Gas for GOV wasn't on Credit card for vehicle??

Thanks,  
Ter

**From:** Daly, Eric  
**Sent:** Tuesday, August 15, 2017 9:44 AM  
**To:** Paulikas, Theresa M. <Paulikas.Terry@epa.gov>  
**Subject:** Daly NFB August 1st Travel Voucher Info

Hi Terry:

Below is the info for my voucher. I assume they have my POV mileage in the TA? In the last voucher, the POV cost was \$42.80. I have attached my hotel receipt. I can give you the hard copy tomorrow. Is there any other info I am missing? Thanks

Was  
\$

Date	Expense Type
08/01/17	Travel Card ATM Fee
08/01/17	Travel Card ATM Advance Fee
08/01/17	Lodging 08/01/2017 through 08/14/2017 (Per Day) Travel Days 08/01/2017 and 08/14/2017
08/03/17	Travel Card ATM Fee
08/03/17	Travel Card ATM Advance Fee
08/08/17	Laundry
08/10/17	Travel Card ATM Fee
08/10/17	Travel Card ATM Advance Fee
08/10/17	Gas for GOV
08/12/17	Parking Fee

**From:** Paulikas, Theresa M.  
**Sent:** Tuesday, August 15, 2017 8:30 AM  
**To:** Daly, Eric <Daly.Eric@epa.gov>  
**Subject:** RE: ACTION REQUIRED - Please Request Travel Voucher

2 Choices.....you can create the helpdesk ticket and submit all your information or send me all your information and I will create the ticket.....the helpdesk will create your voucher, then you have to go into CONCUR and review and sign the voucher.....

Thanks,  
Ter

**From:** Daly, Eric  
**Sent:** Tuesday, August 15, 2017 7:50 AM  
**To:** Paulikas, Theresa M. <Paulikas.Terry@epa.gov>  
**Subject:** Fwd: ACTION REQUIRED - Please Request Travel Voucher

Hi. So I click request and they do the travel voucher? I'm a little confused with this next step. Thanks

Regards,  
Eric M. Daly  
On-Scene Coordinator/Radiological Response Specialist  
US Environmental Protection Agency- Region II  
ERRD/RPB/PPS  
2890 Woodbridge Avenue  
Edison, NJ 08837  
daly.eric@epa.gov  
908-420-1707

"We must, indeed, all hang together, or assuredly we shall all hang separately", Benjamin Franklin  
Begin forwarded message:

**From:** <r2.helpdeskapp@epa.gov>  
**Date:** August 15, 2017 at 7:30:02 AM EDT  
**To:** <Daly.Eric@epa.gov>  
**Cc:** <Paulikas.Terry@epa.gov>  
**Subject:** ACTION REQUIRED - Please Request Travel Voucher

## Helpdesk Application Email

**\*\* This is a system generated message! Please do NOT reply to sender! \*\***

You are receiving this message because you have business associated with the Region 2 FMB HelpDesk.

### Eric Daly

This is a reminder to submit a **travel voucher request** in the Finance Helpdesk for your TA#**TAA04S3M** for travel to **lewistown, ny** ending on **8/14/2017**.

The request, with the appropriate receipts and any other required supporting documentation, must be submitted within 2 business days after the end date of the travel. This will allow for the voucher preparation within 5 business days of the travel end date as required by Agency policy.

Please note that the original Travel Authorization (TA) was submitted by **Terry Paulikas**.

To start you voucher request, click on the link below.

### Finance Helpdesk Link:

<https://x0202tnythnetpd.aa.ad.epa.gov/HelpDesk/App#/desks?desk=Finance>

We appreciate your prompt action.

Thank you.

Please DO NOT reply to this email.

May contain privileged information! Do not circulate!

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